#### **Special Events Permits: Process**

A permit is required for any type of a special event. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and is granted a "special event" permit. Furthermore, special events are governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the **City Clerk** first. The applicant <u>must</u> provide a completed Special Events Application form in advance (as provided in the application) of the Planning & Development Committee scheduled meeting, including:

- Date of Event; hours of Event;
- A detailed site plan or map of the area showing all location for the following: all American with Disabilities Act (ADA) accessibility, pedestrian and fire access, dimensions of stages & tents; type of equipment or generators & the placement of any vendors and any portable toilet facilities (Site plan/map must be 8-1/2 x11 inches and be legible capable of copy reproduction);
- If the site of the event is privately owned, a letter from the owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list <u>all</u> rides & games;
- If this is a "first year" of your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is used.

The applicant is to submit the completed permit form (download at: gloucester-ma.gov or available in City Clerk's office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations, \$50.00 for for-profit organizations at the City Clerk's office. At that time, an appointment for a review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk, in order to begin the approval process. All first time applicants must file completed application and finalized all approvals at least 60 days in advance of their event; annual event applicants must file completed application and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.

Linda T. Lowe, City Clerk

Gloucester City Hall

9 Dale Avenue

Gloucester, MA 01930

PHONE: 978-281-9720 x8

Hours of Service

Monday through Wednesday: 8:30 a.m.-4:00 p.m.

Thursday: 8:30 a.m. to 6:30 p.m.

Friday: 8:30 a.m. to 12:30 p.m.

EMAIL: <u>llowe@gloucester-ma.gov</u>

Jacqueline A. Hardy, City Council President Councilor Bruce Tobey, Chair – Planning & Development Committee						
Completed copy filed:	 Date	 Initial	Copy to Applicant:	 Date	 Initial	_

### CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

# SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event						
	1.	Date:	Time: from	to		
		Rain Date:	Time: from	to		
	2.	Location:				
	3.	Description of Property:		Public Private		
	4.	Address:	Telephon Cell Pho	e:		
	6.	Number of Attendees Expected:	Number of Partici	pants Expected		
	7.	Is the Event Being Advertised?	? Where?			
	8. What Age Group is the Event Targeted to?					
	<ul><li>9.</li><li>10.</li></ul>	Have You Notified Neighborhood Groups Attach a copy of the notification to the abu For Profit Organization: Non-Profit Organization:	utters to this application.		ent?	
		ies: (Please check where applicable.) Subjective Freedom Decrees and Alexander		• •		
	(*L	nding: Food Beverages Alcocal or State license required)				
В.		tertainment: (Subject to City's Noise Ordina formers Dancing Amplific				
C.	. Games/Rides: Adult Rides Kiddie Rides Games Raffle (requires permit) Other: Total No Name of Carnival Operator (requires permit and inspection of rides): Address: Telephone:					
D.		an Up: No. of additional trash receptacles robe provided by and removed by applicant a		tional recycling receptacles requ	uired	
E.	mu	rtable Toilets: (To be provided by and remost include at least one ADA accessible toile .: standard No.	t)	•	e toilets	

# THIS PAGE FOR PARADE, ROAD RACE AND WALK-A-THON EVENTS ONLY

PA	RADE	ROAD RACE	WALK-A-THO	ON
1.	Name of Group	o or Person Sponsoring the Road	d Race, Parade, Walk-A-Thon:	
2.	(A) Name, Add	ress & Daytime Phone Number	of Organizer:	
	(B) Name, Lan	d Line & Cell Phone Number of	f Contact Person on the Ground Day or	f Event:
3.	Name, Address	& 24/7 Telephone Number of	Person Responsible for Clean Up:	
4.	Date of Event:	Exp	pected Number of Participants	
5.	Start Time:	Ex	pected End Time:	
6.	Road Race, Pa	cade or Walk-A-Thon Route: (L	ist street names & Attach map of rou	te):
7.	Locations of W	ater Stops (if any):		
8.	Will Detours fo	or Motor Vehicles be Required?	If so, where and what lengt	th of time:
9.	Formation Loc	ation & Time for Participants: _		
10.	. Dismissal Loca	ation & Time for Participants: _		
11.	. Additional Par	ade Information:		
	<ul><li>Number o</li><li>Location o</li></ul>	f Floats: f Viewing Stations:		
		ons Being Carried(If "Yes", I e Marshalls Being Assigned t	Police approval may be required: to Keep Parade Moving:	Yes:No Yes:No

CITY APPROVAL (	FOR COMMITTEE MEMBERS	USE ONLY	):

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. NOTE: Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.

**Approvals Required:** Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of	. ,	
Dept. Head Designee	l/	Notes by Department Head or Designee
	1.	Planning & Development Committee
	2.	Gloucester Police Department
		Is Police Detail Required? No. of Details
		Traffic, Parking & Transportation
	3.	Health Department
	4.	Building Inspector
	5.	Electrical Inspector
	6.	Department of Public Works:
		Use of City Property: Yes/No Location if yes:
	7.	Gloucester Fire Department
		Is a Fire Detail Required? No. of Details Use of Propane:
	8.	Licensing Commission (through City Clerk
	9.	Chamber of Commerce
	10.	Other
		ents listed above may have their own separate permit/application process. Applicant le for applying for and obtaining all required permits & certificates from the various individual departments.
		, 20
Signature o	f Ap	plicant

#### **RESPONSIBILITIES OF APPLICANT**

- 1. All members of the organizing committee and concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
- 2. The applicant and concessionaire/vendor is responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application.
- 3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
- 4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission.
- 5. Federal & Sate law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
- 6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
- 7. The applicant will be responsible for any damage to public property caused by the event.
- 8. All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.
- 9. The applicant shall indemnify and hold harmless the City of Gloucester and its employees from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. Applicant shall also provide a Certificate of Insurance prior to approval by the Planning & Development Committee.
- 10. The City of Gloucester reserves the right to deny the application at any time.

I/We fully understand and agree to all the ter	0 11	U
I/We have provided is truthful and accurate.	I/We accept all responsibility re	lated to this event.
		, 20
Signature of Applicant		